FIRST AID BOX INSPECTION REGISTER

Note: Should any equipment be defective it must be tagged “Defective” and reported to the person responsible for the repair of the equipment. Equipment beyond repair must be destroyed and discarded. Indicate with a “Y” if the equipment is safe to use, otherwise indicate with an “N” and indicate the problem and action taken on the next page.

No	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Date Insp													
Insp Initials													

CONTENTS OF FIRST AID BOX

1.1	Wound cleaner antiseptic (100ml)
1.2	Swabs for cleaning wounds
1.3	Cotton wool for padding (100g)
1.4	Sterile gauze (minimum quantity 10)
1.5	1 Pair forceps (for splinters)
1.6	1 Pair scissors (minimum size 100mm)
1.7	1 Set safety pins
1.8	4 Triangular bandages
1.9	4 Roller bandages (75mm x 5m)
1.10	4 Roller bandages (100mm x 5m)
1.11	1 Roll elastic adhesive (25mm x 3m)
1.12	1 Non-allergic adhesive strip (25mm x 3m)
1.13	1 Packet adhesive dressing strips (minimum quantity, 10 assorted sizes)
1.14	4 First aid dressings (75mm x 100mm)
1.15	4 First aid dressings (150mm x 200mm)
1.16	2 Straight splints
1.17	2 Pairs large and 2 pairs medium disposable latex gloves
1.18	2 CPR mouth pieces or similar devices

SAMPLE ONLY

Action Sheet

Date	Number	Location	Action Taken	Signature

FIRST AID: GENERAL SAFETY REGULATION 3

- Employer must provide first aid boxes at the workplace where more than five persons are employed [GSR 3(2)1. The boxes must be available and accessible at all time.
- First-aid boxes must be equipped with minimum contents as per Annexure in General Safety Regulations [GSR 3(3) (a)}. Where special hazards exist e.g. large quantities of acid used etc., additional first aid items must be added.
- Where more than 10 persons are employed, a *qualified first-aider must be available for every 50 persons [GSR3 (4)].
- Only first-aid equipment may be stored in a first-aid box [GSR 3(3)(b)].
- Notices indicating the position of first-aid box and name of first-aider must be displayed in conspicuous places in the workplace [GSR 3(6)].
- Employees must report injuries and have them treated (Section 14) and [GSR 3(7)].
- Eyewash fountains and emergency showers must be provided where dangerous chemicals are handled [GSR 3(8) and (9)].

* “Qualified First aider” means a person holding a valid certificate in basic first aid (or higher) issued by a training organization accredited by the Department of Labour.

SAMPLE ONLY